SILENT AUCTION

URL to get into your Dashboard page:
Click the link below to access your page.

https://manito-art-league.appsmith.com/app/manito-art-league/sadashboard-6993611be202ea433b6fdac1

On your Dashboard:
- **Click on Silent Auction Maintenance button to get into maintenance of the records**
- **Click on the Reports button to get to the Reports.**
- **Documentation is available on the buttons in the screens. Pdf download.**

NOTES:
- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time**. For any record needing to be deleted, remove the data EXCEPT the Name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.
- The Customer Database covers ALL persons involved as members, patrons, artists, non-members, etc. Please be wary about changes on this database with persons.
- You can freeze columns to move thru the data.

RULES ON ENTRY:
- Entering is case sensitive
- All fields do not need to be entered

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- **DO NOT** use PERIODS or COMMAS!! All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**
- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and Street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- **YEAR** = **4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner NameCustid is for those that are members, you can lookup the custid in members report.

SILENT AUCTION MAINT. INSTRUCTIONS

- Silent Auction Interactive Report- Add, Edit and Delete Records (delete in the future)

	ADD NEW ITEM		🏠 HOME		Silent Auction Documentation	
🔍 Search...	⊟ Filters ⬇ Download				37 Records ‹ Page 1 of 3 ›	
Save	✏ au_custid	✏ au_year	✏ au_soldfor	✏ au_purchby	✏ au_phone	✏ au_donor	✏ au_title
💾 S	7	2025	$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
💾 S	7	2025				Alfery, Christine	Earth's Jamboree
💾 S	14	2025	$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
💾 S	14	2025	$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.
💾 S	17	2025	$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's River Ri.
💾 S	17	2025				Barnhill, David	Milky Way over Bi.

SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

SEARCHING:
For advanced searching, use the filter
TO FILTER:

- Click on the filter:
- You have many options here…You can search on any field with specific selections.

- Select the Attribute (fields/column) you want to find.

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- For Instance, if you want to find a person but not sure on the correct spelling
- You could use "contains"

- Enter letters of the lastname of the person you are finding and press Apply.

- You will see your results.
- X out to see the record

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.
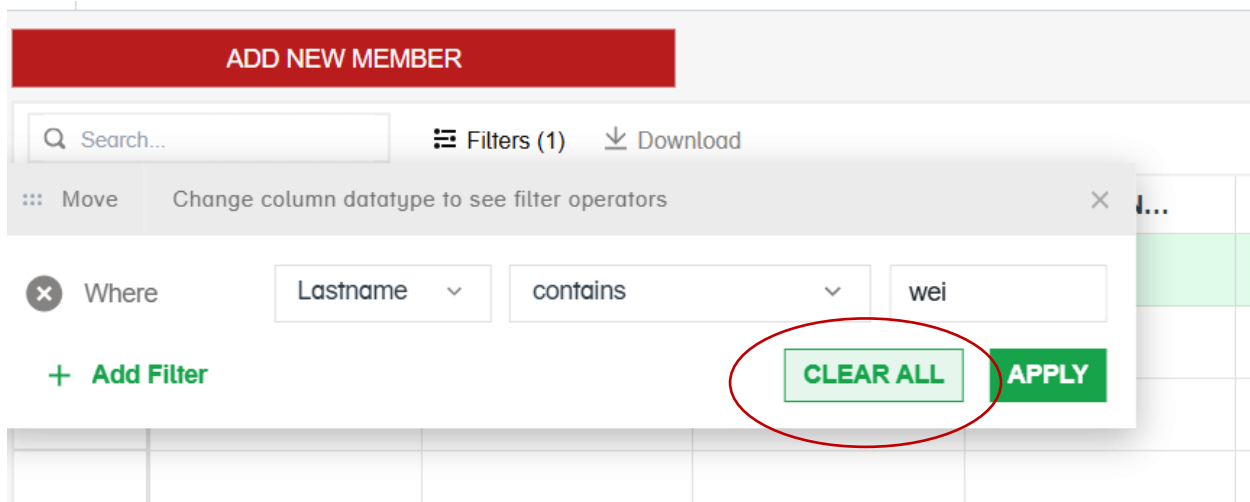
- And then click on the X to get out.
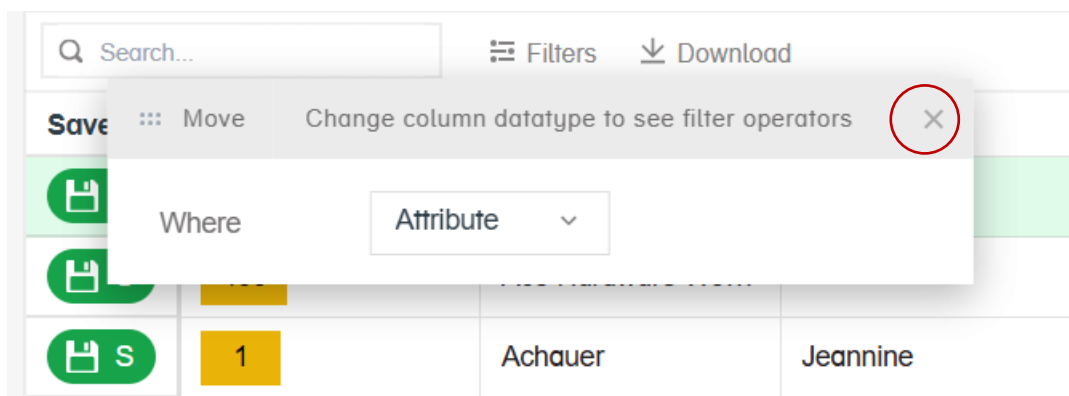
TO USE THE SEARCH BOX: - CustId and Donor Name for Search Only

- Type in the letters and it will pop in the matching records.
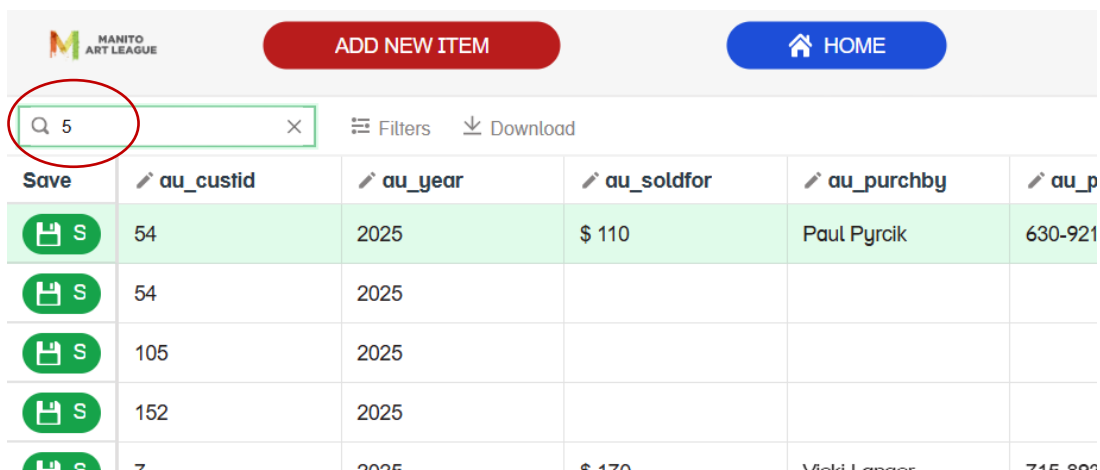
- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top

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- Click on the "x" to clear the selection

CUSTID LOOKUP:

EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop-up Update successfully will appear

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TO FIND THE DONORS FOR ENTRIES FOR EACH PERSON:

- Click on the custid number...
- You can find a person by last name also first but then must click the custid

- This will bring up the donor records

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To EDIT or ADD a Donors record:

- Click on the Yellow Custid you want to Add an artist record to the entry history
- You will see the information if any below
- To add a record, click on +Add new row

- A blank row will appear on top the records.
- If you change your mind before clicking save and need to cancel it out, ---You can click on Discard rectangle on the right, that will remove the row. If you already added a row, you can delete it later (see delete instructions)

- Enter the information on the row
- When completed, Click on the Save row rectangle at the right of the screen.

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TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

- And the updated record is here.
- You can add or edit any other records while you are on this screen.

ADDING A NEW MEMBER RECORD (THAT IS NOT FOUND IN THE CUSTOMER DATABASE:

- Click on the ADD NEW MEMBER BUTTON

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

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Form

ID

Cust ID

AU Year

Sold For

Au Value

Purchased By

Phone

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

Form

Cust ID

248

AU Year

2028

Sold For

Purchased By

Phone

Donor

Kat Nordby

Title

Blazing colors

- When you complete all the fields that need to be entered, all the way to the botton
- Click Submit

- After Clicking the Submit, it will return you to the screen.

Save	✎ au_custid	✎ au_year	✎ au_soldfor	✎ au_purchby	✎ au_phone	✎ au_donor	✎ au_title
💾 S	7	2025	$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
💾 S	7	2025				Alfery, Christine	Earth's Jamboree
💾 S	14	2025	$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
💾 S	14	2025	$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.

- To see the new entry, Search the New Member

- When done – click back to Home button

- To get to your Reports page, click on the reports button.

- Select the link you want to see in reports. You will **not** be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.

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